



ICA Community Update - Upload Confirmation Emails

06/01/2022

Greetings!

We are pleased to announce the following update to ICA Community:

Upload Confirmation Emails

A new feature has been released for the ICA Community – Upload Confirmation Emails. After uploading a document through Community, a message is presented indicating that the upload was successful. With this new feature, a confirmation email will also be sent to the submitter with the following information:

- Date and Time of upload
- Claim number, if provided
- ALJ number, if provided
- Document Name
- File Name

The confirmation email will be sent once the system accepts the document. A conformed copy will not be provided in this email. You can access the claim or case in ICA Community to obtain a conformed copy. As a reminder, correspondence and returned solicit claim documents go through additional processing and will not be immediately visible in the file. It may take up to 3 business days for the additional processing. At that time, a conformed copy will be available.

Please note, the upload maximum file size for Claims Correspondence and Returned Solicits is 8mb. For all other document type, the maximum file size for uploads is 20mb.

Regards,

The Industrial Commission of Arizona

